



# Private Sector SEOC Liaison

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### Overview

Illinois is dedicated to supporting, developing and continuing partnerships between the public and private sectors. The Illinois Terrorism Task Force (ITTF) established a Private Sector Committee to administer these types of associations from a homeland security perspective. The committee-sponsored Private Sector Alliance Project (PSAp) is an illustration of such a commitment. The Project actively engages public/private sector representation to promote a culture of information sharing, preparedness and partnership. The State coordinates strategic disaster response and recovery activities at the Statewide Emergency Operations Center (SEOC). Currently, the response liaisons to the SEOC do not include private sector representation. Within PSAP, the Private Sector Liaison position was developed to partner with State and public agency representatives to provide response, assistance and resource deployment during times of critical incidents/disasters.

The following presents criteria for interested parties that volunteer to serve as a Private Sector Liaison at the SEOC. This position is complementary to the public agency members that currently serve at the SEOC. The position requires the individual to have an understanding of prescribed emergency services and guidelines, possess good interpersonal and communication skills and have computer abilities with a willingness to acquire additional knowledge.

As the lead state agency during disasters, IEMA is responsible for coordinating state resources and expertise in the response effort. During a disaster, liaisons from more than a dozen state agencies report to the State Emergency Operations Center (SEOC) at IEMA's Springfield headquarters.

### Requirements

#### Training

Completion of the FEMA Emergency Management Institute independent study courses:

- a). IS-100, Introduction to the Incident Command System (ICS-100).
- b). IS-200, ICS for Single Resources and Initial Action Incidents (ICS 200).
- c). IS-700, National Incident Management System.
- d). IS-800, National Response Framework.

Completion of the following FEMA Emergency Management Institute classroom courses:

- a). G-300, Intermediate Incident Command System for Expanding Incidents (ICS 300).
- b). G-400, Advanced Incident Command System for

Complex Incident (ICS 400). OR

Completion of the Command and General Staff Combined Course can be taken in place of the separate ICS 300 and 400 courses as an equivalent.

#### **Additional:**

SEOC Liaison/Groove Training (New) – Offered by the Bureau of Information Technology and the SEOC Manager to acclimate prospective volunteers to the roles and responsibilities of being a liaison with an introductory offering regarding

the Groove software utilized within the SEOC and Illinois Emergency Management Agency (IEMA) operations.

### Liaison Attendance/Participation

- i). Participate on a rotational basis for all monthly homeland security briefings (first Wednesday of each month) held at the SEOC/or pre-determined location. Follow-up shared information with other private sector liaisons.
- ii). Participate on a rotational basis for one-day ITTF sponsored-exercises throughout a given year.

### Groove Acclimation

Groove is the preferred software system of SEOC/IEMA that allows for an event to be created where users can be invited and log-in to join. It allows for documents, images, maps and other data to be shared on-line in a secure manner. IEMA scheduled half-day training on the use of this software is offered and each liaison will be required to attend the training and become a user of the software at the SEOC.

### Credentialing

All Private Sector Liaisons will have successfully completed a background check conducted by the Statewide Terrorism and Intelligence Center (ST&IC) prior to receiving credentialing from the ITTF to serve in the liaison capacity.

### Responsibilities

III.A.1. All Private Sector Liaisons will meet the IEMA Emergency Management training requirements prior to service at the SEOC.

III.A.2. All Private Sector Liaisons /their parent companies will be members of the Mutual Aid Response Resource Network (MAR2N) and/or members of the Infrastructure Security Awareness (ISA) Program or operate under the oversight of the ITTF/ Private Sector Alliance Project (PS Ap).

III.A.3. The Private Sector Liaison on will serve on a rotating basis from a list provided to the SEOC Manager for contact once a decision is made to activate the SEOC. Communications free contact will be made through the SEOC Communications Center via the telephonic information provided by the Private Sector Liaison. The representative on call rotation will have a response time of 90 minutes to the Illinois Emergency Management Agency facility located at 2200 S. Dirksen Parkway, Springfield, IL.

III.A.4. The tour of duty requires shift work from 8 to 12 hours and will include a 24/7/365 response availability dependent upon the situation required to support the State's disaster response activities.

III.A.5. It is the responsibility of the Private Sector to maintain a minimum of three individuals that are available to report to the SEOC upon activation. The ITTF/Private Sector Committee personnel will develop a monthly roster of liaisons on-call for that week/month. If a liaison is unable to fulfill the required SEOC response, it is incumbent upon the ITTF/Private Sector Committee staff to ensure the SEOC Communications Center has another alternate on-call.

III.A.6. The Private Sector Liaison will serve at the direction of the SEOC Manager and will take instructions from the Manager while at the SEOC.

III.A.7. The communications tool for representatives at the SEOC is Groove and the Private Sector Liaison will be familiar and use Groove as the software system for shared information among agencies.

III.A.8. The Private Sector Liaison would work closely with the Central Management Services (CMS) and the IEMA Bureau of Finance to assist in identifying potential vendors for bulk supplies where a contractual agreement for the supplies or services exist and immediate acquisition is essential.

III.A.9. All requests for private sector assistance/resources at the activated SEOC will be channeled through the Private Sector Liaison in collaboration with CMS and the IEMA Bureau of Finance.

III.A.10. A list of private sector company members and their 24/7 contact information, who have agreed to: 1) donate resources; or 2) have a signed agreement for requested provisions or 3) have a Memorandum of Understanding (MOU) for equipment/services on file with IEMA will be accessible to the liaison to meet the needs/resources at the activated SEOC.

III.A.11. The liaison performs other duties as required or assigned which are reasonably within the scope of the previously stated duties and limited to sustaining emergency preparedness, response and recover in support of the SEOC.

III.A.12. After an individual has ended their service as the Private Sector Liaison, they will be required to return any credentialing provided to them for access to the SEOC and equipment issued while acting in that capacity.

### Closing

**The Private Sector Liaison position compliments and supplements the public sector staff in unified response and recovery efforts at the activated SEOC. It also has the prospective to foster additional, proactive interactions, associations and relationships between the public and private sectors for continuing homeland security preparedness and awareness.**